

JOB OPPORTUNITY

Job Opportunity Bulletin: #06-235

Final Filing Date: 04/27/2007 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst Range A Range B Range C	\$2,724 - \$3,313 \$2,950 - \$3,586 \$3,538 - \$4,300	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA. 95814

General Statement: Under the supervision of the Staff Services Manager I, the incumbent handles the Division's information technology procurement, telecommunications and computer training activities.

Duties:

- Oversees the Division's information technology procurement activities. Maintain the Division's information technology (IT) hardware, software, and equipment.
- Develop and maintain an inventory of all information technology equipment, hardware and software.
- Conduct research and analyses to determine which products or services to procure.
- Coordinate with Department's Information Systems Section (ISS) to procure IT equipment, hardware and software and oversee IT procurement activities for the Division's Los Angeles Office.
- Contact vendors directly to coordinate all equipment repair and maintenance services.
- Prepare and monitor the Division's annual information technology equipment budget.
- Develop and conduct end-user training for automated office software applications and hardware devices.
- Provides Project Logbook Database training and assistance to staff.
- Develop and generate ad-hoc reports from Logbook data for use by management and staff.
- Make recommendations to management regarding procurement of information technology equipment solutions.
- Act as the Division's Telecommunications Coordinator. Coordinate the Division's telecommunication system (office and home land lines, cell phones, Treo/PDA's, pagers, etc).
- Serve as lead analyst over the Division's general procurement activities, including general office supplies and equipment. Make recommendations to management regarding procurement of large equipment and new office equipment solutions.

Desirable Qualifications:

- Possesses procurement, telecommunications, and/or budget related work experience.
- Strong analytical and problem solving skills with a demonstrated ability to use good judgment.
- Must possess good organizational and time management skills.
- Ability to present ideas and information effectively both orally and in writing.
- Strong computer skills including working knowledge of Microsoft Office Suite.
- Sound judgment and discretion in communicating with all levels of staff and the public.
- Ability to handle multiple tasks, priorities and deadlines.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division
Attention: FDD Personnel (**Job #06-235**)
1600 Ninth Street, Room 420
Sacramento, CA. 95814

For more information contact Jennifer Edmond at (916) 654-1924

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

